

KEWEENAW BAY INDIAN COMMUNITY

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

ASSISTANT MANAGER – KBIC Convenience Stores

One (1) Full-time, Exempt position

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING
DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Cover Letter
- ☐ Minimum of three (3) professional Letters of Recommendation
- ☐ College Transcripts (if applicable) or Copy of High School Diploma/GED
- ☐ Copy of Food Handler's Certification (if applicable)
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

**Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
Phone: 906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov**

Distribution Date: November 18, 2016

Closing Date: December 5, 2016 at 4:00pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS
"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION:

Assistant Manager-KBIC Convenience Stores
Full-time, Exempt position
(Follows Enterprise Policy Manual)

LOCATIONS:

Pines Convenience Center/Ojibwa BP, Carwash & Laundromat/
Rez Stop

SUPERVISORY CONTROL:

Manager

SALARY:

Grade 8 (Min starting wage = \$15.21/hr)

QUALIFICATIONS:

- Bachelors Degree in Business, Hospitality or related field **AND** one (1) year of full time work experience in a retail business operation.
- **OR**
- Associates Degree in Business, Hospitality or related field **AND** three (3) years full time work experience in a retail business operation where one (1) year was in a supervisory capacity.
- **OR**
- Must have High School Diploma or GED **AND** five (5) years of work experience in a retail business operation where two (2) years were in a supervisory capacity.
- Bookkeeping experience preferred.
- Must possess food handler's certification or obtain within one year of employment.
- Be physically sound and occasionally push, pull or lift up to 50 lbs. unassisted.
- Demonstrated ability to communicate effectively, both orally and in written format.
- Demonstrated ability to meet targets and strict deadlines.
- Possess organizational and management skills as well as strong customer service skills.
- Possess leadership and decision making skills.
- Possess planning and time management skills.
- Possess the ability to execute multiple tasks at a time without losing focus.
- Must be able to work cooperatively with a variety of people.
- Must have attentiveness to detail and ability to prepare records in a clear and logical manner.
- Must have flexible schedule (working some nights, weekends or holidays), be very organized, and possess excellent communication skills.
- Ability to operate MS Office computer software, adding machine, POS systems and cash register is required.
- Must be able to work with large amounts of currency and large numbers.
- Must be accurate, fair and precise in all aspects of duty and responsibility.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a security background check, pre-employment drug screen, and pre-employment physical.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Assist in the supervision and directing of store employees.
2. Ensure that there is delivery of excellent customer service.
3. Assist in recruiting, hiring, training, and development of new employees.
4. Ensure compliance of employees to company policies and procedures.
5. Assist in ensuring the maximization of sales and overall profitability takes place.
6. Assist in controlling expenses through cost savings measures, inventory control, etc.
7. Maintain inventory and stock levels by placing stores orders as directed by manager.
8. Investigate inventory variations and shortages.
9. Assist with the upkeep of business records.
10. Create and monitor employee schedules.
11. Regularly review cashier accountability sheets and records as prescribed by the store manager.
12. Perform administrative duties as required by the manager.
13. Ensure high level of sanitation or cleanliness.
14. Ensure security and safety of store; complying with all environmental and safety guidelines.
15. Report any issue of customer or employee misconduct to Manager or the appropriate authority, if necessary.
16. Assist in the identification of operational problems and with the development of standards, policies, and procedures.
17. Directly participate in the merchandising and stocking of the sales floor.
18. Provide courteous and prompt resolution of employee and/or customer issues.
19. Perform daily computer entry and paperwork tasks as assigned by the manager.
20. Attend meetings with staff members and lead them in the absence of the manager.
21. Perform basic maintenance (changing nozzles, hoses, fuel filters, etc.).
22. Perform daily till counts and bank deposits as directed by manager.
23. Assist with maintaining house charge accounts.
24. Opening stores, preparation of food, and operating tills when necessary (cashier/deli duties).
25. Assist with completing day-to-day office procedures (submitting bills and necessary paperwork to accounting).
26. Assist Manager with pricing of store inventory.
27. Provide correspondence and reports as directed by the manager.
28. Responsible for supervision and duties in the absence of manager.
29. Other duties as assigned by the manager.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Distribution Date: November 18, 2016

Closing Date: December 5, 2016 at 4:00pm

Name: _____

POSITION: **Assistant Manager-KBIC Convenience Stores**

Please list your specific experience and knowledge in regards to the following qualifications:

Bachelor's Degree in Business, Hospitality or related field **AND** one (1) year of full time work experience in a retail business operation. **OR** Associates Degree in Business, Hospitality or related field **AND** three (3) years full time work experience in a retail business operation where one (1) year was in a supervisory capacity. **OR** Must have High School Diploma or GED **AND** five (5) years of work experience in a retail business operation where two (2) years were in a supervisory capacity.

Bookkeeping experience preferred.

Must possess food handler's certification or obtain within one year of employment.

Be physically sound and occasionally push, pull or lift up to 50 lbs. unassisted.

Demonstrated ability to communicate effectively, both orally and in written format.

Demonstrated ability to meet targets and strict deadlines.

Possess leadership and decision making skills.

Name: _____

POSITION: **Asst Manager-KBIC Convenience Stores**

Possess planning and time management skills.

Possess the ability to execute multiple tasks at a time without losing focus.

Must be able to work cooperatively with a variety of people.

Must have attentiveness to detail and ability to prepare records in a clear and logical manner.

Must have flexible schedule (working some nights, weekends or holidays), be very organized, and possess excellent communication skills.

Ability to operate MS Office computer software, adding machine, POS systems and cash register is required.

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